FSI FasTrac Distance Learning Program

http://fsi.state.gov/admin/reg/default.asp?Cat=FasTrac (Intranet Link)

FasTrac is a government-wide distance learning program comprised of thousands of courses in business, information technology, leadership and management, among others. Funded through FSI, the program is available on the Internet via the FSILearnCenter, allowing access at anytime, anywhere -- from home, work or wherever is convenient. A single password provides access to the entire course library on an annual basis, and is renewable, provided the user completes a minimum of one course per year. No approvals are required. Certain minimum system requirements are necessary. The courses are self-paced and usually take between two and eight hours to complete. Employees should discuss this program with their supervisor, regardless of whether they use the program during work hours or from home. An agreed-upon amount of time during duty hours should be allocated for this distance learning effort.

Audience: Department of State employees who are on a fixed schedule appointment that is over one year in duration. This includes Foreign Service, Civil Service, Foreign Service Nationals, and Personal Services Contractors. Eligible Family Members of Foreign Service employees may also enroll.

Schedule: As arranged between employee and supervisor.

Enrollment Procedures: There is an enrollment form on the intranet from the link above. Or contact the FSI Distance Learning Coordinator at FSIRegistrar@state.gov.

Tuition: The Foreign Service Institute has funded access to the entire FasTrac distance learning program for **Department of State employees and Eligible Family Members**.

FasTrac Frequently Asked Questions

Are the courses mentored? No, mentoring is not available for FasTrac courses. These are self-paced courses to be completed at your convenience.

Do I have to complete the courses in a set period of time? No, passwords are valid for one year and may be renewed.

How do I know it's right for me? Try it! Schedule time to take a course and see how it works for you.

How long does it take to complete a course? Courses average from as little as 30 minutes to approximately eight hours. Study time may be shortened by pre-assessment tests, which allow the courseware to create individual learning plans based on what you already know.

How may I apply? One online request for training gives you access to thousands of courses! Click on Apply Now at http://fsi.state.gov/admin/reg/default.asp?Cat=FasTrac (intranet link).

Is my supervisor's approval required even if I plan to study at home? No, supervisory approval is not required for FasTrac; however, it is recommended that you develop a learning plan with your supervisor that will advance your current professional skills.

Is there a fee charged to my bureau/post? No, all FasTrac courses are provide at no charge to you, your post, or bureau.

Must I complete the course in one sitting? No, you may study in as little as 15-minute increments (enough time to complete one course segment), and can go in and out of the courses as often as you like. The courses will automatically bookmark your progress when you exit.

What courses are offered? There are thousands of courses in Professional Development, Business Expertise, and Computer Technology among others. You may view the complete course catalog on the FSI website at complete course catalog.

What is FasTrac? FasTrac is a web-based distance learning program developed for government employees. Thousands of courses are available to State Department employees and their Eligible Family Members on the Internet, and can be accessed at work or home. Course content is provided by Skillsoft Corporation.

Who may enroll? Department of State employees who are on a fixed schedule appointment that is over one year in duration. This includes Foreign Service, Civil Service, Foreign Service Nationals, and Personal Services Contractors. Eligible Family Members (including children between the ages of 18 and 21) of Foreign Service employees may also enroll.

Why take these courses? Many students take courses to enhance their skills. Others are preparing for career goals. Still others are pursuing personal interests such as a new computer application. Courses are convenient and flexible. Study when you want, where you want, and advance at your own pace.

Will I receive credit? Yes, all course completions are added to the student's official FSI training record (in order to receive credit, all assessments and simulations must be completed at 75% or better). You may retake the individual assessments within a course as many times as you like. Additionally, many accredited colleges and universities accept FasTrac courses for academic credit or CEUs, and IT certifications are also available.